

# DSAR POLICY

## Handle Recruitment

At Handle Recruitment, we're committed to protecting your data and respecting your rights under the UK General Data Protection Regulation (UK GDPR). This policy explains how you can access the personal data we hold about you and what to expect when you make a request.

### How to Make a DSAR

If you'd like to request access to your personal data, **please send your request by email** to [info@handle.co.uk](mailto:info@handle.co.uk).

**You can also submit your request by post:** Data Protection Lead, Handle Recruitment, 3.01 Ink Rooms, 28 Easton Street, London WC1X 0DS.

**To help us process your request as quickly as possible, please include:**

- Your full name
- The email address(es) you've used to communicate with us
- A brief description of the data you're looking for

### What Happens Next

**When we receive your request:**

- We'll acknowledge it within a few days and let you know if we need more information to locate your data.
- We may request proof of identity to ensure we're protecting your data from unauthorised access.
- We may arrange an initial phone call to better understand the nature of your request and clarify the scope if needed.

### Timeframe for Response

Once your identity is verified, we'll respond to your request within one month, in line with UK GDPR requirements. If your request is particularly complex or involves a large volume of data, we may extend this by up to two additional months, but we'll always let you know if this is the case.

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### What You'll Receive

You'll receive a copy of the personal data we hold about you. This may include, for example, your candidate profile, CV, application details, interview notes, email correspondence, and any other relevant information we've collected during our relationship.

#### Alongside your personal data, we'll also provide:

- **Why we hold it** – an explanation of the specific purposes we use your data for, such as assessing your suitability for roles, managing the recruitment process, or fulfilling legal and contractual obligations.
- **Who we may have shared it with** – a list of any third parties your data may have been shared with (for example, potential employers, background check providers, or compliance services), and the reasons for doing so.
- **How long we keep it** – details of our data retention policy, including the legal or regulatory requirements that inform how long we store your information.

*Please note: If your request includes information about others, we may need to redact (remove) parts of the data to protect their privacy.*